



# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
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Phone: 508-376-7041

Michael Guzinski  
Town Administrator  
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Operations Support Manager  
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## Department Assistant II Finance Committee

The Town of Millis is seeking qualified candidates for the position of Department Assistant II for the Finance Committee. The non-benefited position is responsible for posting the committee's agendas following Open Meeting Regulations at both the Town Clerk's office and on the Town website, taking minutes at meetings, and other administrative tasks as required. The committee will be meet mainly in the evenings in person or via Zoom.

Hourly rate is \$22.65

Estimated hours to be 2-6 per week from February through mid-May and September through mid-November. A few additional hours may be required for posting agendas and taking minutes at quarterly Tri-Board Meetings.

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at [www.millisma.gov](http://www.millisma.gov). Completed applications should be returned to the Town Administrator's office via post or emailed to [townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

Position will remain open until filled.

**Posted 1/19/22**

*The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.*